Utilizing Kaltura Mediaspace
Automated Captions

The following is a step by step on how to caption your existing videos within [Mediaspace](#) and then edit them. Automated captions are not 100% accurate, but they do a fairly good job if you are talking clearly and slowly. However, you should recognize that most if not all videos one captioned this way, will need to be reviewed.

➢ Click on your video within Mediaspace to preview it (you can do this by clicking on the link or on the thumbnail image for the video)

➢ You should then see a preview of the video. Below the video you will find a link for **Actions** which when clicked will show you a dropdown menu, select the **Caption & Enrich** option.

▶ ◀)) 0:00 / 4:28   CC   🔗   1x   ⚙   ⤢

🔍 | Search   ⬇   🖨   Show transcript ⌄
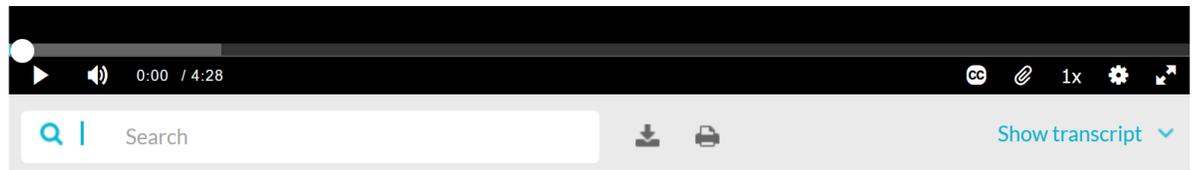
Tips for Teaching Remotely   ▶ 26

From John Bayerl on March 11th, 2020

| Details | 🔗 Attachments | ⮜ Share | 🔍 | ACTIONS ⌄ |

No description provided

| ihcc | | dctc | | teaching and learning center | | online teaching |

✏ Edit
🌐 Publish
⮜⁺ Add to playlist
📊 Analytics

➕ Caption & Enrich
🎬 Launch Editor

🗑 Delete

➢ You will then see a new section below the video where you can "order" closed captioning. Make sure you have the **Service** as **Machine**, the **Source Media Language** as **English**, and the **Feature** set to **Captions** (these should all be the default settings). Then click the **Submit** button.

Order Captions & Enrichment Services

There is no cost associated with ordering Machine captions

Service:

Machine ⌄

Source Media Language:

English ⌄

Feature:

Captions ⌄

Submit

➢ You will then need to wait for the captions to be completed. You will get and email when the automated service has completed your captions. Then you can edit the captions.

Teaching and Learning

➢ When your video has captions on it, you should see a Transcript section appear below the video player

Hello. In this video, I will show you some helpful tools that you can use if you find yourself in a situation where you need to teach remotely, or your students need to learn remotely. The tools I'm going to feature in this video are: Zoom, Mediaspace by Kaltura, and the Announcements, Discussions, and Content tools found within your D2L Brightspace course sites. Zoom is a video conferencing tool that allows you to create and host virtual meetings. You can schedule these meetings for specific times, or start them anytime from a specific meeting link that you can share with your students. In these meetings, you can use audio and video to lecture, present, and have conversations. You can share your screen, a specific file you have up on your computer, and even a virtual whiteboard. There is even a text chat in every meeting where students can ask questions and discuss, even if you are currently presenting so as not to interrupt. Meetings can also be recorded and saved for later in case the entire class isn't able to attend. The next tool we will look at is Mediaspace by Kaltura. This site allows you and your students to create video recordings with Kaltura Capture. You can use this to record yourself lecturing with your webcam, anything you would like to share from your computer screen, such as a Powerpoint,

➢ To edit this and the captions, click the **Caption & Enrich** option under the **Actions** dropdown again.

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Ver 1.0 3/16/20
For further assistance: Create a JIRA ticket

➢ You should then see a section for **Existing Requests** with the caption request you made under it. Click on the **Pencil icon** to edit these captions.

➢ You will then be directed to the **Closed Caption Editor** page. There is a preview of the video on the right, and the captions with timecodes when they appear on the left. The following will break down the specific parts so you have a better idea of what all this does.

o **Video Preview – Right side**

- Here you will see a preview of the video itself. Clicking on the Play button beneath the video will play it. The **Autoscroll** checkbox beside it will automatically highlight and scroll the **Caption Menu** on the left in time with the video so you know when captions would be displayed.

- There are also little circular arrows with 5s in them that allow you to jump 5 seconds forward or backwards in the video. Due to the video preview being so small these 5 second jumps help you to scrub through the video to the spot you want, otherwise you can click and drag the dot on the player timeline and drop it in place just like a normal video as well.

o **Caption Menu – Left Side**

| Captions | English - English ⌄ |

🔍 | Search in Captions   Replace with   Replace

Add Speaker to selected items   Add

| ☐ | 00:00:09,480 | 00:00:12,500 | if you find yourself in a situation where you need to teach remotely, |
| ☐ | 00:00:12,500 | 00:00:17,000 | or your students need to learn remotely. |

- In the **Caption Menu** you will see at the top a search box to allow you to search for specific captions, replace certain words in them, and even add speakers to label you captions for viewers.

- Below those options are the individual captions themselves. Each with 2 timecodes, these represent when the captions will start and end on the video, and the caption itself. The caption that would currently be displayed within the video based on the **Video Preview** is highlighted in blue.
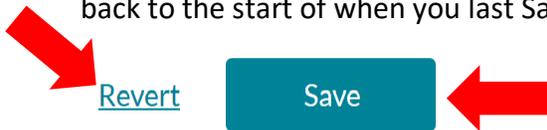
- **Editing a Caption**

| | 00:00:09,480 | 00:00:12,500 | if you find yourself in a situation where you need to teach remotely, | 🗑 |

⊕
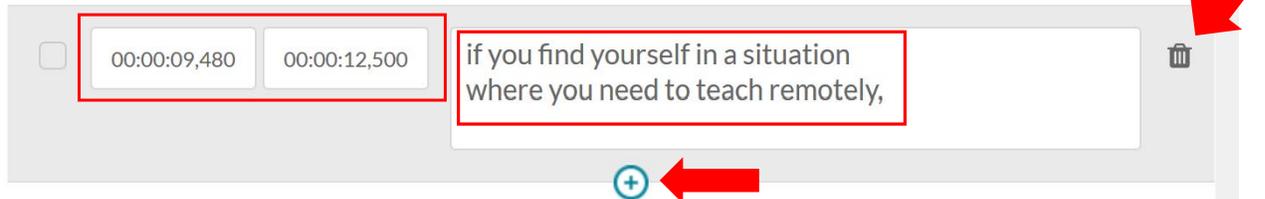
- Click on a caption to edit it, you will also find options to delete the caption (**Trash can icon**), and add a new blank caption below it (**blue plus icon**).

- The time codes for a caption are represented by **{Hours}:{Minutes}:{Seconds},{Milliseconds}**
  When editing your captions it is important to keep in mind the following key things:
  - **Don't have too many words in one caption.** – You can use the Video preview to see if you are able to read the text clearly for the duration of the caption.
  - **Ensure your caption is displayed long enough**. – Your captions need to be able to be read, Mediaspace likes to make a lot of little short captions. Sometimes combining smaller ones together by deleting them and adjusting the end time so that it appears longer in the video.
  - **Ensure your captions don't overlap**. – The next caption can start the same time another one ends, but cannot start before the previous one ends. The times will be highlighted in yellow to indicate which timecodes need to be adjusted.
  - **Use proper punctuation/grammar**. – Captions read much better when you capitalize and punctuate properly. Even if this doesn't match up perfectly with the words being said, it is more important to have a readable set of captions, since this will also become a full transcript below the video.

➢ While you are editing captions, make sure to click the blue-ish **Save** button often as the edits are not automatically saved when you complete them. Otherwise if you make a mistake when editing some captions you can click the **Revert** link to take you back to the start of when you last Saved.

Revert   Save

➢ When you are done editing your captions, make sure to click the Save button, and you can click the **Back** link above it to go back to the full preview for the video.

Back

Revert   Save